



Full Service Delivery Driver-CDL Required

Talent Area : Transportation/Driver

Location : Springfield, IL, USA

Requisition Number : HV043075

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for delivering product and filling vending machines at all points of availability within established accounts.

Collects and is accountable for money.

- Check accuracy and stability of the load.
- Deliver product and fill vending equipment.
- Restock machine to proper level, maintaining accurate in stock levels.
- Invoice and collect monies.
- Secure company assets.
- Maintain machine cleanliness appearance, and all appropriate Point of Sales.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.

- High School diploma or GED preferred.
- 1-3 years of general work experience required. - Ability to count and secure cash required. - 1+ years of commercial driving experience preferred.
- Prior grocery store and/or consumer products experience a plus. - Customer service and cash handling experience preferred.
- Ability to operate a two or four wheeled hand-truck. - Mechanical/electronic troubleshooting skills. - Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class B CDL for straight trucks. - Class A CDL for combination trucks. - Driving record within MVR policy guidelines.
- Credit history within the Applicant Background Verification policy guidelines.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/full-service-delivery-driver-cdl-required-springfield-illinois-job-1-5047012>

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General Laborer, Warehouse-St. Charles, IL (shift graveyard 10pm-done)

Talent Area : Warehouse Operations

Location : St Charles, IL, USA

Requisition Number : HV044223

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment

- Restock and replenish as appropriate.
- Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures.

- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.

- High School Diploma Preferred.
- 0 - 1 year of general work experience.
- Prior warehouse/production/equipment service experience preferred.

- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-st-charles-il-shift-graveyard-10pm-done-st-charles-illinois-job-1-5044482>

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General Laborer, Warehouse Part Time

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : HV045200

Full or Part Time : Regular Employee PT

POSITION DESCRIPTION

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment - Restock and replenish as appropriate. - Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.
- High School Diploma Preferred.
- 0 - 1 year of general work experience.
- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-part-time-chicago-illinois-job-1-5041912>

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Category Advisory Analyst - US

Talent Area : Marketing

Location : Niles, IL, USA

Requisition Number : 00028532

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION: Responsible for providing customer-centric, category level analytics and support to include weekly reporting, ad hoc reporting, internal / external presentation development and delivery, space planning support, etc. Job functional requirements include: Information: Manage and synthesize diverse data sources to identify business trends and insights into results (Scan data, syndicated resources, custom research, store level observation, etc.) Interpretation: Identify opportunities to deliver category and customer growth through fact based recommendations. Influence: Implement category management principles / decisions to drive tangible results. Administer and maintain large, diverse databases using advanced expertise in MS Excel and Access - owning responsibility for systematic formatting and production of "user friendly" outputs to aid category level decision making - convert vast amounts of data into action oriented outputs. Provide analysis and interpretation of internal and external databases (including Retail Link, Nielsen syndicated tools and other ad hoc resources) that assist in understanding business critical trends and performance (both past and future)- see trends emerging and develop hypotheses for critical performance interfaces with coherent solution recommendations. Deliver monthly and weekly standardized reporting to support category manager and buyers, and carry out analysis on unplanned requests that require beverage business acumen and creativity in building the appropriate solutions. Develop customer presentations highlighting category performance & key growth opportunities. Perform ad-hoc analysis based on identified business issues/need

Bachelors Degree

3-4 years experience performing data analysis CPG industry experience

Strong working knowledge of syndicated data e.g. AC Nielsen Advanced Excel and PowerPoint skills. **PREFERRED EDUCATION, SKILLS, AND EXPERIENCE:**

Customer experience across multiple channels. Prior experience in Category / Space Management or Shopper Insights. Strong presentation skills preferred.

APPLY BY UPLOADING A COPY OF YOUR RESUME IN WORD.DOC OR PDF FORMAT.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/category-advisory-analyst-us-niles-illinois-job-1-5037676>

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Full Service Supervisor

Talent Area : Supply Chain

Location : Alsip, IL, USA

Requisition Number : 00028779

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

The Full Service Supervisor directly manages and supervises the daily activities of Full Service Drivers, ensuring Driver productivity and route schedule adherence.

- Perform all of the daily functions associated with managing Full Service Route personnel such as issuing keys, money bags, change funds, accountability summary reviews, route reviews, etc. [If no Analyst is available the supervisor is required to review detailed reports including daily consignment reports by driver, daily accountability reports by driver, daily delivery service reports by driver, daily meter reports by driver, daily cash variance forms by driver.] High School Diploma/GED or 4 years experience directly in Full Service or Logistical department.
- College degree Finance or Business Administration preferred.
- General Management with 2 years experience.
- Minimum two to four years of experience in beverage retail or distribution required.
- Coca-Cola System Experience preferred.
- Good understanding and appreciation of technology solutions.
- Ability to make sound decisions and recommendations based on analytical evaluations. - Ability to provide leadership, motivation and training for developing the Full Service team.
- Ability to initiate activities and perform duties without direct supervision.
- Good interpersonal skills to work with and through other departments.
- Excellent written and verbal communication skills.
- Solid project management and follow up skills.
- Ability to periodically lift, push, pull 50 pounds, stand walk, kneel bend, and reach.
- Both office and trade environment-in customer accounts, occasional hot/cold environments. - Familiarity with DOT regulations.
- Valid driver's license and driving record within MVR policy guidelines.
- CDL preferred. - Experience managing in a Union environment preferred.
- Please note - position requires a Credit Check

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/full-service-supervisor-alsip-illinois-job-1-5025024>

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Job Title: Investigator

Agency: Executive Inspector General *

Salary: \$3,333.50 - \$6,667.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: 00000-315

Minimum Requirements:

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and experience equivalent to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;
- knowledge of Illinois statutes, rules, and regulations concerning conflicts of interest and malfeasance;
- strong analytical, organizational, and problem solving skills;
- high personal ethical standards due to content of work materials;
- flexibility to work independently as well as in a team environment;
- valid driver's license and ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes: • sitting for extended periods of time; • using personal computer, photocopier, facsimile, telephone, and teleconference equipment; • handling and transporting documents weighing up to 30 lbs.; and • standing, reaching, and bending at the waist or bending of the legs.

Work Hours & Location/Agency Contact: 9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington Street, Suite 3400 Chicago, IL 60602

Division of Human Resources 312.814.1789

How to Apply:

Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

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Job Title: Office Assistant - Opt 2

Agency: Juvenile Justice

Closing Date/Time: Thu. 01/29/15 4:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDJJ-27-42-2015-0052

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Business Administrator (PSA), performs a variety of difficult clerical duties as timekeeper at IYC Warrenville; maintains personnel time and attendance records; processes and records benefit time, overtime, shift differential, roll call and dock time per pay period; provides timekeeping information assistance to staff; audits daily sign-in sheets; prepares payroll sheet on a bi-monthly basis; serves as back-up to payroll clerk in absence; and serves as the Worker's Compensation Coordinator.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices; procedures and programs. Requires working knowledge of spelling, punctuation, and grammar. Requires working knowledge of basic mathematics and alpha-numeric sequencing. Requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact:

Work Hours: 8AM - 4PM Monday - Friday Off Days - Saturday and Sunday

Work Location: IYC Warrenville

30 W 200 Ferry Road Warrenville, IL 60555 DuPage County

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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CUSTOMER SERVICE REPRESENTATIVE

Job Location: Chicago, IL

Rush Medical Center is seeking a Customer Service Representative!

Position Highlights:

Effectively performs all receptionist duties to ensure Front Desk is maintained in orderly and efficient manner to facilitate workflow and optimize the patient experience.

The Customer Service Rep exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Responsibilities:

Greets patients at Front Desk and by telephone, efficiently and courteously.

Schedules clinical and surgical appointments for Pain Center, O.R. and Surgicenter.

Assists patients with any questions they may have regarding appointments. Directs any clinical/medical issues to appropriate personnel.

Verifies and enters patient demographic data and insurance information.

Makes reservations for Surgicenter and OR procedures..

Creates charts for new patients and pulls patient charts for following day.

Sorts subpoenas and disability papers for charts to be copied.

Copies patient records as necessary.

Sorts and distributes mail in efficient and timely manner.

Handles large volume of incoming calls and ensures these are properly directed.

Provide cover for breaks or vacations as required.

Any other relevant projects assigned from time to time by Supervisor or Medical Director.

Position Qualifications Include:

HS Diploma/GED required. Some college preferred.

Excellent communication skills, particularly in patient relations as will be dealing with patients with acute and chronic pain conditions.

Ability to prioritize and to work in fast paced environment.

Computer literate

Experience with electronic medical record a plus.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law. Job ID: 2015-0093

Apply online at <http://careers.jobstrush.com/us/united-states/administrative/jobid6812053-customer-service-representative>

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SECRETARY

Facility: Presence Behavioral Health, Chicago, IL
Department: OUTPATIENT MENTAL HEALTH
Schedule: Part-time (benefits eligible)
Shift: Day/PM rotation
Hours: 9am-2pm M & F, 2-7pm T & TH
Req Number: 135739

Job Details: High school diploma or equivalent is required. Performs secretarial duties including word processing, filing, answering telephones and making copies. High School diploma or equivalent, additional vocational training preferred. 2 to 3 years secretarial experience. Types 35 to 50 wpm

EOE of Minorities/Females/Vets/Disability

Apply online at

https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=10029634&source=Indeed.com

Legal Assistant - Real Estate

Arnstein & Lehr - Chicago, IL

Arnstein & Lehr, a national law firm based in Chicago is looking for a commercial real estate legal assistant with 5 years experience at a medium to large law firm with a positive attitude. The ideal candidate will be familiar with all aspects of commercial real estate transactions including typing and preparation of contract summaries and closing checklists; closing documents i.e., deeds, bills of sale, assignments, promissory notes and deeds of trust and releases of deeds of trust; search & review title commitments and surveys; prepare title objection letters; escrow instructions; contact title companies, local government agencies, and utilize internet resources to provide information during due diligence and entitlement phases of the transactions; prepare closing binders; obtain corporate entity information; strong computer skills; and team oriented. The ideal candidate will have 5+ years working knowledge of corporate, real estate, probate and tax. Must be detail-oriented, assertive, self-managed, take initiative, and have excellent follow-up skills. A typing speed of 70 wpm and Microsoft Office required.

Apply online at http://www.indeed.com/viewjob?cmp=Arnstein-%26-Lehr&t=Legal+Assistant&jk=e757577e3e2a1457&sjdu=QwrRXKrqZ3CNX5W-O9jEvcIq0N9Fq40V4VNI37SoGoZIBX6eZw8LWMnxhwZAG1Jm0w1_3ZlaWC64CzVkkVhZnvip6R-HSxgdWo2XpSqTr1c&pub=pub-indeed

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Administrative Assistant

Job Location: Chicago, IL, US

Description

Studio Coordinator

Gensler Chicago is looking for an administrative assistant that would serve as a Studio Coordinator, providing direct administrative support to the Studio Director, Project Managers, and general support to the studio.

Responsibilities include:

Coordinate daily administrative tasks for an architectural and interiors studio of approximately 30 people

Monitor the Studio Director and Studio Operations Leaders' calendars

Organize and schedule regular studio meetings

Assist with administrative aspects of projects, including presentations, meeting notes, and project filing

Coordinate travel arrangements for project teams

Assist with collection and review of timesheets

Other administrative duties as required

Qualifications:

Must have 4-8 years of experience in an administrative support position

Proficient in Microsoft Office: Word, Excel, and PowerPoint

Proficient in Adobe Suite: Illustrator, PhotoShop, and InDesign is a plus

Ability to prioritize, take ownership of tasks, and follow-through

Exhibit a high level of initiative and anticipate needs of the Studio Leaders

Excellence in working in a fast-paced, deadline driven environment

Must be organized, efficient, and enjoy working with a team as well as working independently

Excellent verbal and written communication skills

Gensler is an Equal Opportunity Employer and participant in the U.S. Federal E-Verify program. Women, minorities, individuals with disabilities and protected veterans are encouraged to apply.

Apply online at

<http://ch.tbe.taleo.net/CH04/ats/careers/requisition.jsp?org=GENSLER&cws=1&rid=6810&source=Job%20Board>

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Admin Support Assistant III

Primary Location: Chicago, IL

Responsibilities:

- Administers calendars for Directors and Senior Directors by supporting with their scheduling through assessment of meeting invitations. Also work with managers to resolve scheduling variances.
- Answer incoming calls and provide support as required by taking inclusive messages that allow manager to respond effectively. Autonomously provide assistance as required.
- Arrange meetings by generating and allocating invitations as directed in addition to reserving meeting rooms. Organize for catering, audio/video, and other essential services as needed.
- Process department mail by evaluating, categorizing, and distributing department mail to appropriate Capital One staff. Delve into tax notices, including calling taxing authorities and arrange outgoing mail.
- Schedule travel and create expense reports using Capital One systems
- Be familiar with all office landscapes such as scanners, fax machines, copy machines, and multi-line phones.
- Maintain confidential records and files.

Basic Qualifications:

- High School Diploma, GED, Equivalent Certification, or Military Experience
- Proficient in Microsoft Office (Excel, Visio, Word, PowerPoint, Outlook)
- At least 2 years of experience in Administrative Responsibilities
- At least 1 year of experience in Multi-tasking

Preferred Qualifications:

- Associates Degree
- Software expertise in Microsoft Excel, PowerPoint, Outlook, Word, Visio
- At least 5 years of experience in Administrative Responsibilities
- At least 2 years of experience in Verbal and Written Communications
- At least 2 years of experience in Multi-tasking

Capital One is an equal opportunity employer committed to diversity in the workplace. Capital One promotes a drug-free workplace.

All qualified applicants will receive consideration for employment without regard to gender, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity/assignment, citizenship, pregnancy or maternity, protected veteran status, or any other status protected by applicable national, federal, state or local law.

Apply online at <http://jobs.capitalone.com/us/united-states/administration-and-support-services/jobid6806724-admin-support-assistant-iii?apstr=src%3DJJB-10110>

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Job Title HR Assistant, Drug & Alcohol Compliance

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Employee Programs

SALARY TARGET IS \$45,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Business, Human Resources, or a related field, plus two (2) years of experience in Human Resources or Drug and Alcohol Testing Administration, or a combination of education and experience relating to this position.

PHYSICAL REQUIREMENTS: Requires sitting for extended period of time, standing, visual acumen, manual dexterity and fingering for working with computer key boards.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of office management practices and procedures. Working knowledge of correct spelling, grammar, and punctuation. Working knowledge of record keeping practices and methods. Working knowledge of the Department of Transportation policies and regulations preferred. General knowledge of Drug & Alcohol Program processes and operations preferred. General knowledge of human resource functions and procedures. Strong organizational skills and attention to detail. Strong Microsoft Office (Word, Excel, etc.) skills. Strong customer service skills. Strong verbal and oral communication skills. Ability to handle multiple tasks simultaneously. Ability to use a variety of computer applications including tracking systems and Microsoft Office. Ability to use initiative and sound judgment within established guidelines. Ability to type accurately and in an efficient manner. Ability to establish and maintain accurate files and record keeping systems. Ability to work with a variety of diverse groups in a tactful and effective manner. Ability to work with sensitive information while maintaining strict confidentiality.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <https://irecruitment.transitchicago.com/>

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Job Title: OS II Dan Ryan Operations Supervisor

Agency: Transportation

Closing Date/Time: Tue. 01/27/15 4:30 PM Central Time

Salary: \$6,185.00 - \$9,185.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: IPR#40212

Description of Duties/Essential Functions Benefits Supplemental Questions

This position is accountable for the direct supervision of staff involved in preserving the highway investment and ensuring the safety and efficient operation of the expressway routes by planning and directing regular maintenance activities which requires optimizing the use of personnel, equipment, commodities and other allocated resources.

Minimum Requirements:

The following criteria is required: • Valid Illinois driver's license • Districtwide travel • Knowledge and skill equivalent to the completion of three years of college with the major course of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering. Additional specialized training will be considered. • Twelve years of engineering technician experience under the direction of a professional engineer or equivalent, with a minimum of three years in a supervisory position • Ability to plan and direct efforts of work for efficient accomplishment of program objectives • Ability to maintain harmonious relationships with employees, agency officials and the general public • Working knowledge of the function and application of public relations in problem areas • Strong oral and written communication skills

Work Hrs & Location/Agency Contact: 6:30 am – 3:00 pm / Mon – Fri (30 min lunch)

Highways/District One/Bureau of Maintenance/6543 S. Wentworth Ave., Chicago, IL

*CANDIDATE MUST BE AVAILABLE 24 HOURS A DAY AND MAY BE REQUIRED TO WORK EXTENSIVE PERIODS OF OVERTIME, ESPECIALLY DURING THE WINTER MONTHS.

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Tuesday, January 27, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

To view the entire job posting and to download a Technical Application, please visit:

<http://www.dot.il.gov/techapp/vacancy.html>

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Job Title: OS II Oakbrook Operations Supervisor

Agency: Transportation

Closing Date/Time: Tue. 01/27/15 4:30 PM Central Time

Salary: \$6,185.00 - \$9,185.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: IPR#40213

Description of Duties/Essential Functions Benefits Supplemental Questions

This position is accountable for the direct supervision of staff involved in preserving the highway investment and ensuring the safety and efficient operation of the primary routes by planning and directing regular maintenance activities which requires optimizing the use of personnel, equipment, commodities and other allocated resources.

Minimum Requirements:

The following criteria is required: • Valid Illinois driver's license • Districtwide travel • Knowledge and skill equivalent to the completion of three years of college with the major course of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering. Additional specialized training will be considered. • Twelve years of engineering technician experience under the direction of a professional engineer or equivalent, with a minimum of three years in a supervisory position • Ability to plan and direct efforts of work for efficient accomplishment of program objectives • Ability to maintain harmonious relationships with employees, agency officials and the general public • Working knowledge of the function and application of public relations in problem areas • Strong oral and written communication skills

Work Hrs & Location/Agency Contact: 6:30 am – 3:00 pm / Mon – Fri (30 min lunch)
Highways/District One/Bureau of Maintenance/17W125 Butterfield Road, Villa Park, IL
*CANDIDATE MUST BE AVAILABLE 24 HOURS A DAY AND MAY BE REQUIRED TO WORK EXTENSIVE PERIODS OF OVERTIME, ESPECIALLY DURING THE WINTER MONTHS.

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Tuesday, January 27, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

To view the entire job posting and to download a Technical Application, please visit:
<http://www.dot.il.gov/techapp/vacancy.html>

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Job Title: Public Service Administrator - Opt 3

Agency: Employment Security

Closing Date/Time: Wed. 01/28/15 11:59 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: RCRA 11556

Minimum Requirements: Requires knowledge, skill and mental development equivalent to successful completion of four years of college with course work in computer science or directly related fields, supplemented by three years of professional experience in a related Information Technology field, including two years of administrative experience in coordinating a subsystem of computer based management information systems. Requires knowledge of IT industry standard techniques, methodologies, and processes. Requires extensive knowledge in the areas of computer hardware, software communications, and applications. Requires extensive knowledge of management principles and applied research procedures system modeling. Requires developed oral and written communication skills to present technical information to business as well as technology teams with clarity and precision.

Special Skills: Requires education/experience as outlined above for the following: DB2 for z/OS v8 or 9; IBM DB2 Utilities (COPY, REORG, RUNSTATS); SPUFI, QMF, OSC, DB2 monitoring tools (BMC-DB2MON); IBM Content Manager v. 8 on Mainframe and AIX; Websphere Application Server, MQ Series, Data modeling experience using PowerDesigner; Structured Query Language (SQL); Interpret EXPLAIN output; database performance tuning; Stored Procedures (COBOL and NATIVE), triggers and UDFs, RMF and use of SMF data; TSO/JCL; UNIX and LINUX environments; UDB on LUW; Java, .NET, J2EE; IBM mainframe operations, the IBM Rational Toolset (ClearCase, ClearQuest) and Microsoft SharePoint.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm

Work location: 33 South State Street Chicago, Illinois

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 3 - Mgt Info Sys/Data-Telec

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Job Title: Rehabilitation Case Coordinator I - Opt MC

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC I OPT MC

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact:
8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor
Springfield, IL 62762

How to Apply:
This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option MC - Manual Communicatn Skill

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Job Title: Social Services Career Trainee - Opt SS

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: L-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences. Requires ability to speak, read and write Spanish

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option SS - Spanish Speaking-Any Agy

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Job Title: TM VI Contract Compliance Officer

Agency: Transportation

Closing Date/Time: Tue. 01/27/15 4:30 PM Central Time

Salary: \$6,535.00 - \$11,020.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#40215

Description of Duties/Essential Functions Benefits Supplemental Questions

This position is accountable for administering and implementing the Equal Employment Opportunity (EEO)/Labor Compliance policy and provisions, including appropriate utilization of minorities and women in the work force, on all district contracts and City of Chicago and Cook County projects involving federal funds.

Minimum Requirements:

The following criteria is required:

- A valid driver's license
- Districtwide travel

The following criteria is desired:

- Knowledge, skill and mental development equivalent to a master's degree preferably with courses in business or public administration or equivalent training and experience
- Four to seven years highway construction and/or design experience
- Knowledge and experience with EEO/Labor Compliance rules and regulations
- Ability to plan and direct efforts of employees in the efficient accomplishment of objectives
- Strong oral and written communication skills; human relation skills

Work Hours & Location/Agency Contact: 8:00 am – 4:15 pm / Monday – Friday
Highways/District One/Executive/201 W. Center Court, Schaumburg, IL

How to Apply:

Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Tuesday, January 27, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

To view the entire job posting and to download a Technical Application, please visit:
<http://www.dot.il.gov/techapp/vacancy.html>

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Dispatcher - West Loop - All Shifts

ID: 2015-1471

Eligibility to Work in the U.S. Required: Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Due to the nature of this assignment, special attention is paid to those candidates that are able to successfully demonstrate: A work history illustrating a progressively increasing security/customer service related skill sets and responsibilities with an emphasis in a supervisory capacity work, communication center protocol, knowledge of security operations, in addition to an advanced level computer proficiency/technological skills, specifically as it relates to established physical security needs.

•Having any, or a combination of the above listed attributes may increase your chances of selection

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 2 years prior satisfactory employment as a security officer in a customer service oriented position. Experience in a heavy volume call center preferred. Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Computer Skills: Proficiency with Microsoft Office software (Word, Access, Excel, PowerPoint).

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job.

Salary & Benefits: Compensation is between \$13.00 and \$15.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

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Receptionist

PRIMARY PURPOSE: To operate multi-position telephone switchboard; and to greet and direct visitors.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES

Receives all non-DID incoming calls. Directs calls to appropriate individuals or department after obtaining adequate information. Displays professional courtesy at all times. Maintains a customer service attitude.

ADDITIONAL FUNCTIONS and RESPONSIBILITIES

Performs other duties as assigned. Supports the organization's quality program(s).

QUALIFICATIONS - Education & Licensing: High school diploma or GED required.

Experience: Six (6) months receptionist and/or switchboard experience or equivalent combination of education and experience preferred.

Skills & Knowledge

Excellent oral and written communication, including presentation skills
PC literate, including Microsoft Office products
Strong organizational skills; Excellent interpersonal skills
Ability to work in a team environment
Ability to meet or exceed Performance Competencies

WORK ENVIRONMENT

When applicable and appropriate, consideration will be given to reasonable accommodations.

Mental: Clear and conceptual thinking ability; excellent judgment and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines

Physical: Computer keyboarding, travel as required

Auditory/Visual: Hearing, vision and talking

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